

Cape Cod Lighthouse Charter School
Regular Meeting of the Board of Trustees

Monday May 18, 2020 at 6 p.m.

Minutes

I. Call to Order at 6:02

Present: Karen Whitney, Paul Niles, Seth Robein, Lauren Elliott-Grunes, Tom Langway, Kathryn Wilkinson, Susy Remillard, Sharon Shaw, Debbie Kimball, Andy Murphy, Kathleen Phelan

Absent: James Hilliard

II. Approval of Minutes for April 13, 2020

Motion to approve the minutes made, amended from "Director's Report to Directors Survey" on the final page, seconded and passed unanimously.

III. Public Forum

Catherine O'Leary

IV. Discuss and Vote on Auditor

The Board will continue to monitor the audit, a process that began in February. Our current auditors are very experienced, given that they work with over $\frac{2}{3}$ of the charter schools in the state. Our auditors are AAF in Westwood with our main contact being John Buckley. The Board is confident that the auditors are doing a good job. The Board voted to support the continued use of AAF as our auditor.

V. Accountability Plan Update

Catherine O'Leary, Associate Director, put all the key elements that go into our Accountability Plan. We have our renewal every five years and just got renewed. In 2020-2025, we will be looking at our Accountability Plan. It is broken down into mission and key design elements. For the last cycle, we picked apart our mission statement and crafted these elements. So, we are looking to see if these still represent us and if we need to change anything. It is a tight timeline to get the draft into the State, but it is nicely streamlined. June 8 is the deadline for the first draft. Board will approve by September. Catherine has pushed out to the staff and stakeholders a

survey on their thoughts on the Key Elements. Once feedback is gathered, Elements will be finalized and objectives and measurements will be created. Further feedback will then be asked from there. Any feedback that is given by the Board will be publicly published and displayed at our next June meeting.

VI. 2019-20 Goals Recap

Paul and the Board set goals for Paul and the Board sets goals for itself.

The Board goals included framing succession, though there are no timelines yet around that. We will pick that up in September

Periodic review of policies of the school.

Review of the audit findings with Karen Scichilone.

Paul's goals were reviewed, including goals related to budget projections and the state formula for budgeting next year. The landscape for charter school funding has shifted significantly recently, and Paul has worked hard to understand new budgeting techniques, allowing us to come in at budget this year.

Paul's goal of teacher evaluation has been impacted by recent events. Although a process was started in September, the state has not mandated an evaluative process for this year. Expectations and criteria have shifted to accommodate remote learning.

Paul's goal of the informational dashboard has been augmented by the current environment of technological meeting and sharing

VII. Director's Report

The 7th grade class of 2021 had their well drilled and it's amazing.

a. Remote Learning Update - Things continue to go well with remote learning. In this week's Notes to Home, Paul shifted towards talking about student performance. In the credit/no credit system, students are asked to complete 70% of the work. Right now about 70-80% of our student population are passing and completing more than 70%. There are about 4-5 kids in full on crisis mode, but the rest of the kids are close to receiving credit. Some may have to do summer work, or some might still pass and have done enough. Our goal though is to get as many kids as we can to the credit/credit plus line. There are point people, small group Zooms, and individual Zooms to help support kids in need. We are creating individual plans and programs for some kids that give them a path to earning credit. Some kids might need to do some stripped down summer work.

b. School Re-Opening Task Force -

This coming week, we will start meeting with a re-opening task force. We would love a Board member or two on that task force. When we re-open in the fall, we would like to have a solid plan in place for school operations and programming, including health and safety and academic

progress for all students. Given the amount of information out there, task force members will need to be flexible and willing to continue learning as the situation evolves. Several subcommittees have been proposed.

Andy Murphy has expressed an interest in joining the task force. Paul will be disseminating a schedule of potential meeting times. Karen suggested that other Board members who are interested should contact Paul.

Paul's most recent information from the state concerning reopening includes accommodations for social distancing and disinfecting.

c. **Advocacy Update** - An email was sent out last week...the Charter School Association is shifting its advocacy to federal stimulus to help make up for anticipated state and local shortfalls.

VIII. Committee Reports

a. Finance Committee

i. FY 20 Budget

Good news about this year's budget, given the lack of physical plant operations this spring. We are saving money. We will receive \$20,000 from the Cares Act, \$6,000 for the SPED circuit breaker, and other changes to our budget that have saved the school money. We anticipate a \$40,000 surplus this year.

ii. FY 21 Budget

Waiting for the House Ways and Means Committee. Per DESE, charter schools need to be prepared to pass a budget for next year this June, with the potential for revisions on a rolling basis.

IX. Faculty Report

Classroom Activity

Grade	Staff	Activity	How it Relates to Our Mission
6	Annie Haven	Surface Area Using Nets - Sixth graders are learning about surface area, so they crafted geometric shapes using nets (geometric paper designs that fold into 3D shapes) or took apart box packaging to see the nets used to make the boxes. Students showed off their creations and discoveries using short videos with the Flipgrid website. Project examples ranged from cubes to an icosahedron (20-sided 3D figure) to a Honey Bunches of Oats box to a kitchen appliance box.	project-rich lesson design

7	Daniella Garran	Students in 7th and 8th grade were offered a chance to participate in free Holocaust-related webinars through the Jewish Museum of New York this month. Several students took this opportunity.	social/emotional learning, rigorous curriculum, global experiences
8	Sandra Hemeon-McMahon	Who needs airplanes? The 8th-grade Global Simulation Project keeps us travelling virtually, learning about the language and culture of Spain. Students now have chosen where they want to "live" in Spain, and will soon be choosing an apartment in which to live and a job with which to earn money (euros!) Also, El Club de español (Spanish Club) continues to meet every Wednesday, now on Zoom. We chat in Spanish, play Kahoots...we even zumba once in a while! Here is a fun zumba song to get you going, especially made for these times (it's entitled "Quédate en casa," which translates to "Stay Home"): https://www.youtube.com/watch?v=AYvRwsLU2uI	academic challenges, project-rich lesson design, creative opportunities, community building, global experiences
8	Emily Nowack	News/ Media Time Capsule Project: Typically at the end of eighth grade, all eighth grade students participate in the town meeting project, a foundation project dating back to the very beginnings of the school. Because of the current health crisis, and the cancellation or postponement of all Town meetings on Cape, this year's eighth grade class was not able to participate in the town meeting project. Instead, I created a new project to culminate their year long news/media literacy unit. Students are in the middle of writing an informational essay on confirmation bias (what it is, where it is most prevalent, and how to avoid it and seek factual truth in news/media). Next they will be analyzing trends in news/media that took place during their eighth grade year by looking back on all of the articles they read during our "Free Press Friday" in-class (and now at home) activity where students read and analyzed one current news story of their choice every other week throughout the school year.	academic challenges, rigorous curriculum, project-rich lesson design
8	Deb Greenwood	8th Grade Art classes have been working on weekly anatomy drawing assignments and are preparing their Artistic Representation for the "Body Bio" Interdisciplinary Unit with Science and Math. Part of this unit included viewing a documentary, "Leonardo da Vinci and his Anatomy Drawings".	academic challenges, rigorous curriculum, project-rich lesson design, creative opportunities

All-Grade/School Activity

Grade/Group	Activity	How it Relates to Our Mission
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All Grade	<p>We are planning for the Walk to Water event to continue this year. It will be opened up to the entire school community, as a way to build community and bring us together, and also to help raise the necessary funds for a well for this sixth grade class. It will take place during the week of June 8, and we are #walkingalonetgether. A collection of photos and videos of everyone on their walks will be turned into one video and shared out.</p>	social/emotional learning, rigorous curriculum, person responsibility, community building, global experiences
Special Ed	<p>The Special Education Department has developed and sent to parents Student Remote Learning Plans for 50+ students with IEPs. Included were details regarding support, resources, instruction and services for those students during this period of remote learning.</p> <p>Remote IEP meetings with parents have commenced and each grade level has conducted several meetings to date. Transition meetings for incoming 6th graders with IEPs and outgoing 8th graders with IEPs are currently being scheduled with sending and receiving schools, respectively. We await word from the state in terms of providing Extended School Year services this summer. We are planning for the possibilities of providing remote, in-person or hybrid model services.</p>	
Art Spark	<p>The Virginia Wellington Cabot Foundation has awarded CCLCS \$2,500 in matching funds for Art Spark ,for 2020-2021! Art Spark is our after-school arts enrichment program. It accommodates apx 25-30 students from all 3 grades ,once a week to explore their creativity in the visual arts. This grant will help provide materials and instruction for our students in painting ,printmaking, drawing and sculpture in addition to field trips and guest artists.</p> <p>Art Spark has been set up as a "Classroom" for our students to share their art during this time of distance learning and students have been posting flipgrids as a way to connect with fellow Art Sparkers!</p> <p>7th and 8th graders who are members of the National Junior Art Honor Society have been attending weekly zoom meetings and are working on a few projects including:</p> <ul style="list-style-type: none"> -Sending Cards of Encouragement to residents of local nursing homes -completing Memory Project Portraits of children from Venezuela -helping design art for the CCLCS Yearbook 	social/emotional learning, creative opportunities, personal responsibility, community building, local partnerships/resources, global experiences
Admissions	<p>We need</p> <ul style="list-style-type: none"> 1 more in 6th grade 2 more in 7th grade 4 more in 8th grade <p>Still waiting on a few responses.</p>	
6	<p>The sixth grade teachers are working to create a video to send out to incoming sixth graders in lieu of Step-Up Day.</p>	

Professional Development

Grade	Staff	Professional Development	How it Relates to Our Mission
7	Daniella Garran	I've taken several Holocaust-related webinars through Echoes and Reflections and the Jewish Museum of NY.	social/emotional learning, rigorous curriculum, global experiences
Art	Deb Greenwood	I attended a National Gallery of Art webinar this past week: "Teaching Critical Thinking through Art -Inspired by Nature"and learned more teaching strategies based on Harvard Graduate School of Education's Project Zero. Content of this webinar included strategies designed to engage students in the processes of learning in and through the arts: Observing and Describing, Reasoning, Questioning and investigating, Comparing and Connecting, Exploring Viewpoints, Finding Complexity	rigorous curriculum, project-rich lesson design, community building
7	Kate Ryan	I will be presenting at the NCTE conference in Denver, CO, November 20th, 2020. The presentation centers on teaching other educators how to utilize different text sets/novels they read throughout the year in a more cohesive way. The presentation is called "The Value of Human Rights: A Four Book Perspective." It uses the Doctrine of Human Rights as an anchor text to connect many different themes of literature taught in classrooms.	academic challenges, rigorous curriculum, creative opportunities, risk-taking for growth
6	Susy Remillard	Presenting "Cultivating Genius": Equity, Identities, Literacies, and the Confluence of Research and Practice" at the 2020 NCTE National Convention in Denver, Colorado.	social/emotional learning, academic challenges, global experiences

X. Chair Report

It's the time of year to work on the Director's Questionnaire. Sallie will send a link in the next week or so. Filling this out is a vital role of Board members. The survey has been tweaked to reflect the work of distance learning that has occurred since school closure.

On May 8th a financial disclosure should have arrived in your inbox. These documents need to be mailed by September 1st.

It is the time of year to nominate officers for 2020-2021. Karen, Andy, Tom, and Deb will retain their positions on the Board.

XI. Topics not reasonably anticipated by the Chair

XII. Next Meeting June 22, 2020. Discussion of items for next agenda.

XIII. Vote to Adjourn regular meeting

Motion to adjourn and seconded. Adjourned at 7:15pm.